

Approved For Release 2000/08/15 : CIA-RDP80-00308A000100110010-5

8 March 1974

MEMORANDUM FOR: Director of Training

SUBJECT : Establishment of a New Course

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STATINTL 1. You will recall the meeting of the Curriculum Council

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Since then we have studied ways of integrating the old Orientation for Overseas course of two days with new material in order both to meet the long-standing requirement of preparing personnel who are going abroad and the new requirements

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2. In order to avoid confusion, I propose that we name the course, "Preparing for Overseas Assignment." It will be run in two segments. The first segment, lasting for two days and patterned after the old OO, will include legal, medical, cover and security problems which Agency employees may encounter overseas, as well as some exposure to the inter-cultural problems encountered in working and living among foreigners. All personnel proceeding abroad will take this segment. The second segment will follow directly for a day and a half and will focus primarily on orienting employees who will be working in the setting.

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3. CCS is in process of making attendance by new mandatory and is getting out a Headquarters notice to this effect. The first running of the new "POA" is scheduled for Tuesday, 9 April through mid-day 12 April 1974. will be the course chairman. We will plan to put the new course on about each six to eight weeks during the summer, at which time the posting of personnel abroad tends to slacken off. I expect that there will be some modifications in the course after it has been conducted several times and will report to you on its progress.

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Chief, Intelligence Institute

Att

cc: Chairman, OTR Curriculum Committee

COURSE OBJECTIVES

PREPARING FOR OVERSEAS ASSIGNMENT

PHASE I--OVERSEAS SERVICE FOR CIA

The objectives of this phase of the course are  
(a) to provide an understanding of problems, including  
cover, medical, security and legal, which CIA employees  
may encounter during service abroad; and (b) to orient  
employees going overseas to important cultural differences  
which they may encounter in working and living among  
foreigners.

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<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDTR 1026 C of C	3/11	<i>[Signature]</i>
2			
3	DTR 1026 C of C	3/11	<i>[Signature]</i>
4	C/POS	12 Mar	<i>[Signature]</i>
5	C/SRS [REDACTED]	12 Mar	<i>[Signature]</i>
6	C/II		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  Don - The course name is indeed precise; yet descriptive. OK. 4-5. Note approval of name change in para 2. <i>[Signature]</i> Cataly change?			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED]			3/8/74
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